

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
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**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 14, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Bernie Erickson, Erik Hoyer, Paul Ballard, and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke  
**EXCUSED:** Sandy Juno

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**CALL MEETING TO ORDER**

1. Chair Kuehn, called the meeting to order at 4:30PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke reported that the team spent the first two weeks of the New Year reviewing and completing year-end deposits, accounts payable, fixed asset reporting and accounts receivable. The County anticipates December to close in early March 2019. She shared in her reforecast that there would likely be a small deficit for FY18 due to underperforming photograph sales and static gate in late 2019.

Museum Director Lemke provided the board hard copies of the updated financial model, version 7 of the draft project schedule, and a review of how Bluewater defined Phase 2 as design development for the Core Gallery project. She shared that a web review meeting is scheduled for January 22, 2019 to discuss updated concept layout. She did not have files to share at the time of the meeting but promised that she would share them with the board after the January 22, 2019 web meeting. She shared that Bluewater has to achieve a substantial amount of work approved between the present date and mid-April to proceed on to phase 3.

Based on the updated schedule the Museum Team recommended extending the run of "Holiday Memories" until January 27, 2019 and "Delay of Game" until March 24, 2019. Tentatively March 1, 2019 will be the start of a public awareness media campaign that upgrades are coming to the core gallery starting in May 2019. She shared the staff concern of October 2019 and the smaller pop up exhibits that will be on display as the Walter Gallery is in transition. Museum Director Lemke mentioned the need for banker boxes and shelving. Chair Kuehn and Neville Public Museum Foundation Chair Renard offered pallet shelving as a possible temporary solution. Museum Director Lemke will work with Collection Manager Pfothauer on the offer.

Museum Director Lemke provided the board with the following list of scheduled outreach events for the Museum: Arti Gras, Art Street, OBI Farmers Market, OBI Bridal Show, Green Bay Parenting Expo, Einstein Expo, Breakfast on the Farm and Movie in the Park with BC Parks Department.

4. **Such other matters as authorized by law:** Museum Director Lemke shared with the board that the steam boiler that sources the humidification system had mechanical challenges Sunday, December 23, 2018 and has not been operational since the holidays. BC Facilities staff is working on the solution however it has proven difficult.

Collections Manager Pfothenhauer is monitoring temperature and humidity on a daily bases in central storage. The Neville Public Museum Foundation is allowing the purchase of an additional dehumidifier for central storage this budget year. Collections Manager Pfothenhauer is working on the purchase.

The board is invited to the Wisconsin Historical Society "Share Your Voice" event hosted at the Neville on Thursday, January 31, 2019.

Vice Chair Erikson shared the dates of the upcoming Tall Ship Festival to be held downtown in late July. Museum Director Lemke told the board that the dates were on the work calendar and that the Museum Team will work with PMI to maximize the exposure to the Museum and exhibits during this weekend. Museum Director Lemke directed Deputy Director Cullen to review maritime related artifacts in the collections database for a possible popup exhibit on the Mezzanine for the duration of the festival.

Next meeting of the Neville Public Museum Governing Board will be February 11, 2019 at 4:30pm.

**2019 meetings dates are as follows:**

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

July 8, 2019

August 12, 2019

September 9, 2019

October 14, 2019

November 11, 2019

December 9, 2019

5. Adjournment. Chair Kuehn, called the meeting to an end at 5:04PM.  
Motion made by Bernie Erickson and seconded by Paul Ballard to approve.  
Vote taken. MOTION APPROVED UNANIMOUSLY.